

WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
 NORTH CENTRAL DIVISION

**INSTRUCTIONS FOR PREPARATION AND HANDLING OF
 APPLICATIONS FOR PAYMENT UNDER THE 1944 AGRI-
 CULTURAL CONSERVATION PROGRAM—NORTH CEN-
 TRAL REGION**

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PART I. GENERAL INSTRUCTIONS

A. General plan.—Forms NCR-825, 1944 Application for Payment, will be prepared and computed in the county office. NCR-825 will be prepared for each farm in the county for which a performance report was completed. NCR-825 will be used as a computation sheet for each farm and as an application for all eligible applicants on the farm. An applicant will sign as many Forms NCR-825 as there are farms on which he will apply for payment. The State office will not review any computation work done in the county office. However, a spot check will be made of such items on NCR-825 as are specified by the State Committee.

Work should be started on Forms NCR-825, as soon as such forms are available. The items used in determining the conservation practice allowance may be entered on NCR-825 from NCR-Co. No. 25, Progress Record, and, for combination farms, from NCR-803 for the combination.

Performance data will be entered on NCR-825 from NCR-803, Farm Plan. Serial numbers will be entered on NCR-825 from NCR-803. The serial number to be entered on NCR-825, will be the State and county code and farm number.

Assignment and set-off entries will be entered on NCR-825 from the ACP-69 file and the register of indebtedness. Thereafter, computations on NCR-825 will be completed.

As Forms NCR-825 are completed, they should be submitted for signature to all applicants who will sign NCR-825. Where more than one person has an interest in the farm and it is not possible to obtain in a reasonable length of time the signature of one of the applicants who should sign NCR-825, the reason for the failure of the applicant to sign should be entered on the line for his signature and a supplemental NCR-825 should be prepared. The supplemental NCR-825 will be prepared in the same manner as the original NCR-825, except, the letter "x" should be entered after the serial number, and the word "Supplemental" should be entered in the heading. A copy of the supplemental NCR-825 will be attached to the original when it is forwarded to the State office. In these cases all entries for indebtedness, assignments, and payments on lines 2, 3, and 4, Section IV, on the original NCR-825 for the applicant who does not sign the original NCR-825 should be deleted and entered on the supplemental NCR-825. The original and one copy of the supplemental NCR-825 will be kept available for the applicant to sign at some future date.

When applications are signed by applicants, a member of the county committee will sign the county committee certification and the applications will be listed on RF-10 and forwarded to the State office with copies and carbon paper intact. Supplemental Forms NCR-825 may be listed on RF-10 with original Forms NCR-825.

When Forms NCR-825 have been accepted in the State office, the original and copies of Forms NCR-825 together with the copies of the supplemental Forms NCR-825 for applicants failing to sign NCR-825, will be released to the General Accounting Preaudit Office. The General Accounting Preaudit Office will review Forms NCR-825 and when possible correct calculations thereon, and return the copies of NCR-825 to the State office. Payments will be scheduled from Forms NCR-825 by the State office. After payments have been scheduled, one copy of each NCR-825 will be returned to the county office and the remaining copy will be filed in the State office.

B. Preparation of list of eligibles.—The preparation and use of RF-7 will be optional with the State committee.

C. Corrections and suspensions.—Whenever possible any error found by the State office or by the General Accounting Preaudit Office on NCR-825 will be corrected on the original and on the copies of the form. If the error cannot be corrected, the form will be returned to the county office for correction together with a copy of RF-4 or preaudit difference statement. The copy of RF-4 or preaudit difference statement should not be detached in the county office and must accompany NCR-825 when it is resubmitted to the State office.

D. Initialing of corrections.—The following changes on NCR-825 must be initialed by a member of the county committee who certified the form:

1. Changes in basic data which increase the applicant's payment if the final payment in line 4, Section IV, was corrected on the basis of such changes.
2. Changes which increase the amount of an assignment, if the final payment in line 4, Section IV, was corrected on the basis of such changes.
3. Material changes in printed name or address of the applicant or assignee. The addition of a middle initial to a name is not a material change. The addition of a route or street number to an address is not a material change.
4. Changes, deletions, or insertions of basic data or information on applications returned from the State office for verification or correction.

If the member of the county committee who certified the form is not available, another member of the county committee shall certify the form and initial the changes.

E. Negative numbers.—Whenever a computation results in a negative number, enter zero (0) and not the negative number.

F. Fractions.—All computations will be carried to two decimal places beyond the number of decimal places required in the result, and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to "50" or less, they will be dropped, and if such digits amount to "51" or more, the last-required decimal place will be increased by "1". For example, if the result of a computation is—

1. 8.4750, enter 8.47
2. 8.4751, enter 8.48

All computations involving amounts of money will be rounded to two decimal places. All other computations should be rounded to one decimal place, unless otherwise provided in this procedure.

G. Practices which tend to defeat purposes of program.—If it is determined by the county committee that a person who makes application for payment has adopted any practice which tends to defeat any of the purposes of the 1944 or previous programs, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

H. Depriving others of payment.—If it is determined by the county committee that a person who makes application for payment has employed any scheme or device, the effect of which would be or has been to deprive any other person of any payment under the program, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

I. Failure to carry out approved erosion control measures.—If it is determined by the county committee that a person with respect to any farm which he owns or operates in a county has been negligent and careless in his farming operations by failing to carry out approved erosion control measures on land under his control, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee. If such person is the only person applying for payment on NCR-825 such form shall not be submitted to the State office.

J. Limitation of ACP payment to \$10,000.—The State office will keep a record of gross ACP payments made to persons other than individuals, partnerships, or estates who file applications in other counties and other States, and to individuals, partnerships, or estates who will file applications in other counties in the State. Where necessary the State office will reduce the gross ACP payment to any such person to keep his payments within the \$10,000 limit. Where part or all of the gross payments due under any application cannot be made because of the \$10,000 limitation, the State office will enter a statement in the margin of the county office copy of the application before it is returned to the county office, setting forth the fact that the gross payment under the 1944 ACP was reduced because of the \$10,000 limitation.

K. Assignments and indebtedness to the United States Government.—The county office will maintain a file of the names of persons who have assigned all or a part of their agricultural conservation payments and a file of the names of persons who are indebted to the United States Government from which files the county office will make entries for assignments and indebtedness on applications for payment. The assignment file will consist of Forms ACP-69, Assignment of Payment under the 1944 Agricultural Conservation Program, on which payments under the 1944 Agricultural Conservation Program have been assigned. The indebtedness file shall consist of Form ACP-64, Request for Conservation Materials and Services, RF-12, Record of Indebtedness, FCI-223, Record of Note Transactions, and FCI-22, Acreage Report.

Entries for assignments will include the name of the assignee, followed by the word "assignee", the address of the assignee, and the unpaid amount of the assignment. If part of the assignment was liquidated on a previous NCR-825 enter the unliquidated amount of the assignment.

Entries for set-offs shall be made in accordance with the procedure in Part I, APS-County-1, Revised.

When copies of Forms NCR-825 are returned to the county office, such forms should be examined to determine whether deductions for assignments and set-offs have been made. If any question arises as to whether a deduction was made, the voucher continuation sheet (ACP-143) should be examined. Where a set-off has been made credit entries should be made on the debt record. There should be shown the amount set off (\$40.12, etc.), the application number (42-061-1-101), and the name of the program (1944 ACP). If the entire debt is satisfied, the debt card will be placed in the dead file after credit entries have been made. In the case of a partial satisfaction of the indebtedness, credit entries will be made on the debt cards and they will be replaced in the live file. After an assignment has been completely liquidated on an application, the ACP-69 should be removed from the live file and placed in the dead file. In the case of a partial liquidation, a credit entry should be made on ACP-69 and the ACP-69 should be replaced in the live file.

PART II. ENTRIES ON FORM NCR-825

A. General.—1. All entries on NCR-825 will be made with an indelible pencil. Where it is necessary to correct an entry, the incorrect entry should not be erased, but a line should be drawn through the incorrect entry and the correct entry written immediately above or in the nearest available space.

2. Where more than two persons share in the payments for a farm, additional sets of NCR-825 will be necessary. Where two or more sets of NCR-825 are used, enter on the forms other than the first set, only the State and county code, farm number and data for Section III, columns (f) to (i), inclusive, and Section IV. Also, enter in the heading above Section III, column (h) of each set of the form, the number of the set and the total number of sets. For example, "Sheet No. 1 of 3"; "Sheet No. 2 of 3"; etc.

3. Where it is indicated in the heading of NCR-803, Farm Plan, that the farm is one for which all of the payment was taken in materials or services, NCR-825 will not be prepared unless the materials or services were misused.

4. Entries for regular or special practices will be made on lines which have been designated for regular or special practices in Section III. Acreages of different fields devoted to the same practice may appear on NCR-803 on separate lines. The total of each practice should be entered on one line on NCR-825 unless one person on the farm has a different share in one part of the practice than he has in another part of the practice. In such cases it will be necessary to enter each part of the practice on separate lines in order that the proper shares may be calculated.

5. Where it is indicated in Section VI of NCR-803 in Nebraska and South Dakota that a range management plan will be carried out, make no entries for grazing land practices unless the county committee has indicated on NCR-803 that the range plan was carried out satisfactorily.

6. There will be entered in Section III, column (a), a short descriptive title of the practice carried out. There should *not* be shown in column (a) the requirements of the practice or the extent to which it was carried out. For example, "Lime"; "Phosphate"; "Contouring"; "Seeding pasture"; "Go-down crop."

7. When transferring entries for practices from NCR-803 to column (c), Section III of NCR-825, the extent of practice shown on NCR-803 should be converted to the unit upon which payment will be computed. For example:

1,000 feet of standard terrace will be shown as 10.0.
2,000 lbs. of 0-18-0 fertilizer will be shown as 3.6.

B. Entries on NCR-825.—Obtain the entries on NCR-825 as follows:

HEADING OF FORM

Item to be obtained	Where obtained
State and county code and farm number.	Upper right-hand corner of NCR-803 or NCR-County No. 25.
Farmland-----	Upper left-hand corner of NCR-803 or NCR-County No. 25.
Cropland-----	Section V, NCR-803 or NCR-County No. 25.
Noncrop pasture-----	Section V, NCR-803 or NCR-County No. 25.
Commercial orchards-----	Section V, NCR-803 or NCR-County No. 25.
Commercial vegetables-----	Section V, NCR-803 or NCR-County No. 25.
Entries for noncrop pasture should not be made in Michigan.	
Entries for commercial vegetables should be made only in Indiana and Ohio.	

Section III—CONSERVATION PRACTICES

Item to be obtained	Where obtained
Lines 1 to 6 and 9 to 12, inclusive: Column (a) Practice description-----	Section V (and Section VI in Nebr. and S. Dakota), NCR-803.
Column (b) Practice number-----	NCR-801.
Column (c) Acres or units-----	Section V (and Section VI in Nebr. and S. Dakota), NCR-803, in column headed "Actual Units."

NOTE.—If entries are made for "farm ditches" or "spreader ditches," enter above the number of units, the linear feet of the ditches constructed and circle such entry.

If entries are made for practice 26 (b) in Nebraska and South Dakota enter above the number of units, the number of acres on which the practice was carried out and circle such entry.

If entries are made for "development of springs," and excavations were made in both soil or gravel and rock formation for one development, bracket the entries in column (c) for the practice.

Column (d) Rate-----	NCR-801.
Heading of Columns (f), (g), (h), and (i) Initials of persons sharing in practices.	Section V (and Section VI in Nebr. and S. Dakota), NCR-803, in columns headed "Shares."
Columns (f) and (h) Applicant's percentage share.	Section V (and Section VI in Nebr. and S. Dakota), NCR-803, in columns headed "Shares."

NOTE.—In cases where all persons sharing in the regular practices share in all the regular practices and each such persons share in any regular practice is the same as his share in each other regular practice, no entries need be made on lines 1 to 6, column (f) and (h). In such cases, enter each applicant's share on line 7 column (f) or (h). The same procedure may be followed for special practices. In such cases, enter each applicant's share on line 13, column (f) or (h).

Item (8e) Allowance for regular practices.	Section V, NCR-803 or NCR-County No. 25.
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Section IV—SUMMARY OF PAYMENTS AND DEDUCTIONS TO APPLICANTS

Line 5 Names of applicants-----	Upper left-hand corner of NCR-803. The name of the applicant should be printed in block style, i. e. JOHN JONES, or typed. Where practical, the Christian name, middle initial, if any, and the surname of the applicant should be printed to prevent misdelivery of the check.
Lines 2 and 3 Entries for set-offs and assignments.	Register of Indebtedness and Forms ACP-69.

NOTE.—Entries for set-offs and assignments will be made in accordance with the order of priority set forth in Part I, APS-County-1, Revised. The examples shown in APS-County-1, Revised, should be followed in making entries for set-offs.

PART III. COMPUTATIONS ON FORM NCR-825

Make computations with respect to NCR-825 as follows:

Section III—CONSERVATION PRACTICES

Item to be obtained	How obtained
Items 1 (e) to 6 (e) Regular practice payments.	(c) times (d).
Item 7 (e) Total regular practice payment.	Add 1 (e) to 6 (e), inclusive.
Items 9 (e) to 12 (e) Special practice payments.	(c) times (d).
Item 13 (e) Total special practice payment (Nebraska and Wisconsin).	Add 9 (e) to 12 (e), inclusive.
Item 14 (e) Allowance for special practices:	
Nebraska-----	8 (e) minus 7 (e), plus 8 (e) times 2.0.
Wisconsin-----	8 (e) minus 7 (e), plus 8 (e) times .5.
Items 1 (g) to 6 (g) Payment-----	(e) times (f).
Item 7 (g) Total payment-----	Add 1 (g) to 6 (g), inclusive.
NOTE:—Make no entry in 7 (g) if the applicant's share has been entered in 7 (f) or if 7 (e) does not exceed 8 (e).	
Item 8 (g) Adjusted payment:	
(a) If the applicant's percentage share is entered in 7 (f) and is 100%.	Make no entry in 8 (g).
(b) If the applicant's percentage share is entered in 7 (f) and is less than 100%.	7 (f) times 7 (e) or 8 (e), whichever is the smaller.
(c) If the applicant's percentage shares are entered in 1 (f) to 6 (f) and 7 (e) does not exceed 8 (e).	Add 1 (g) to 6 (g) inclusive.
(d) If the applicant's percentage shares are entered in 1 (f) to 6 (f) and 7 (e) exceeds 8 (e).	7 (g) times factor. Obtain the factor by dividing 8 (e) by 7 (e). Carry the factor to six decimal places and round to four decimal places. Enter the factor in 8 (a).
Items 9 (g) to 12 (g) Payment-----	(e) times (f).
Items 13 (g) and 14 (g) (Nebraska and Wisconsin).	Obtain in a manner similar to that used to obtain 7 (g) and 8 (g). Payments for hayseed practices shall be disregarded in obtaining 13 (g) and 14 (g).
Items 1 (i) to 14 (i)-----	Obtain in a manner similar to that used to obtain 1 (g) to 14 (g).

NOTE 1.—Farm ditches or spreader ditches.—Determine that the payment for this practice is not in excess of \$0.03 times the circled entry in column (c).

NOTE 2.—Deferred grazing.—Divide the entry in column (c) by the acreage of noncrop pasture entered in the heading of the form and enter the result or 25 percent, whichever is the smaller, in column (d). Multiply the percentage in column (d) by 20 and multiply this result by that part of the production practice allowance computed for noncrop open pasture and enter in column (e).

NOTE 3.—Establishment or reorganization of the farm irrigation system.—(Practice 26 (b) in Nebraska and South Dakota only.) Determine that the payment for this practice is not in excess of \$5.00 times the circled entry in column (c).

NOTE 4.—Development of springs.—Determine that the payment of each development is not less than \$20.00 nor more than \$200.00. If the entries for this practice have been bracketed in column (c), determine that the sum of the payments for the bracketed entries is not less than \$20.00 nor more than \$200.00.

NOTE 5.—Dams for livestock water.—Determine that the payment computed under this practice equals \$0.15 per yard for the first 2,000 cubic yards plus \$0.10 per yard for the cubic yards in excess of 2,000.

NOTE 6.—Clearing farm land.—If this practice is carried out, determine that the acreage of cropland on the farm in the heading of the form, is less than 60.0.

NOTE 7.—Filling and leveling of pot holes on cropland.—Determine that the payment for this practice does not exceed \$10.00.

Section IV—SUMMARY OF PAYMENTS AND DEDUCTIONS TO APPLICANTS

Item 1(a) Regular and special practice payment:	
Nebraska and Wisconsin-----	Add 8(g), Sec. III and 14(g), Sec. III and payments for harvesting hayseed.
Other States-----	Add 8(g), Sec. III and 9(g) to 12(g), Sec. III.
NOTE.—If 100% is entered in 7(f) use the smaller of 7(e) and 8(e) in lieu of 8(g). If 100% is entered in 13(f) use the smaller of 13(e) and 14(e) in lieu of 14(g).	
Item 1(b) Increase in payment-----	Obtain from the table at the end of this Part III on the basis of the payment in item I(a), Sec. IV.
Item 1(c) Total payment to applicant.	Add 1(a) and 1(b).
Item 2(c) Set-offs and assignments----	Enter the smaller of (1) the amount of the indebtedness or assignment in 2(a) and (2) the payment in 1(c).
Item 3(c) Set-offs and assignments----	Enter the smaller of (1) the amount of the indebtedness or assignment in 3(a) and (2) the result obtained by subtracting 2(c) from 1(c).
Item 4(c) Payment to applicant after deductions.	1(c) minus 2(c) and 3(c).
NOTE.—Make no entries in items 2(c), 3(c), and 4(c) if no entries for set-offs or assignments have been made in 2(a) or 3(c).	
Items 1(d), 1(e), 1(f), 2(f), 3(f), and 4(f)	Obtain in a manner similar to that used to obtain items 1(a), 1(b), 1(c), 2(c), 3(c), and 4(c).

TABLE OF INCREASE IN SMALL PAYMENTS

1. Any payment amounting to 71 cents or less shall be increased to \$1.00.
 2. Any payment amounting to 72 cents or more shall be increased in accordance with the following schedule:

Amount of payment computed	Increase in payment	Amount of payment computed	Increase in payment
\$0.72 to \$0.73	\$0. 29	\$27.00 to \$27.99	\$9. 40
\$0.74 to \$0.76	. 30	\$28.00 to \$28.99	9. 60
\$0.77 to \$0.78	. 31	\$29.00 to \$29.99	9. 80
\$0.79 to \$0.81	. 32	\$30.00 to \$30.99	10. 00
\$0.82 to \$0.83	. 33	\$31.00 to \$31.99	10. 20
\$0.84 to \$0.86	. 34	\$32.00 to \$32.99	10. 40
\$0.87 to \$0.88	. 35	\$33.00 to \$33.99	10. 60
\$0.89 to \$0.91	. 36	\$34.00 to \$34.99	10. 80
\$0.92 to \$0.93	. 37	\$35.00 to \$35.99	11. 00
\$0.94 to \$0.96	. 38	\$36.00 to \$36.99	11. 20
\$0.97 to \$0.98	. 39	\$37.00 to \$37.99	11. 40
\$0.99 to \$1.99	. 40	\$38.00 to \$38.99	11. 60
\$2.00 to \$2.99	. 80	\$39.00 to \$39.99	11. 80
\$3.00 to \$3.99	1. 20	\$40.00 to \$40.99	12. 00
\$4.00 to \$4.99	1. 60	\$41.00 to \$41.99	12. 10
\$5.00 to \$5.99	2. 00	\$42.00 to \$42.99	12. 20
\$6.00 to \$6.99	2. 40	\$43.00 to \$43.99	12. 30
\$7.00 to \$7.99	2. 80	\$44.00 to \$44.99	12. 40
\$8.00 to \$8.99	3. 20	\$45.00 to \$45.99	12. 50
\$9.00 to \$9.99	3. 60	\$46.00 to \$46.99	12. 60
\$10.00 to \$10.99	4. 00	\$47.00 to \$47.99	12. 70
\$11.00 to \$11.99	4. 40	\$48.00 to \$48.99	12. 80
\$12.00 to \$12.99	4. 80	\$49.00 to \$49.99	12. 90
\$13.00 to \$13.99	5. 20	\$50.00 to \$50.99	13. 00
\$14.00 to \$14.99	5. 60	\$51.00 to \$51.99	13. 10
\$15.00 to \$15.99	6. 00	\$52.00 to \$52.99	13. 20
\$16.00 to \$16.99	6. 40	\$53.00 to \$53.99	13. 30
\$17.00 to \$17.99	6. 80	\$54.00 to \$54.99	13. 40
\$18.00 to \$18.99	7. 20	\$55.00 to \$55.99	13. 50
\$19.00 to \$19.99	7. 60	\$56.00 to \$56.99	13. 60
\$20.00 to \$20.99	8. 00	\$57.00 to \$57.99	13. 70
\$21.00 to \$21.99	8. 20	\$58.00 to \$58.99	13. 80
\$22.00 to \$22.99	8. 40	\$59.00 to \$59.99	13. 90
\$23.00 to \$23.99	8. 60	\$60.00 to \$185.99	14. 00
\$24.00 to \$24.99	8. 80	\$186.00 to \$199.99	(1)
\$25.00 to \$25.99	9. 00	\$200.00 and over	(2)
\$26.00 to \$26.99	9. 20		

¹ Increase to \$200.00.² No increase.

PART IV. SIGNATURES OF APPLICANTS AND CERTIFICATION OF COUNTY COMMITTEE

A. Signatures of applicants.—Applications should be mailed to applicants for the purpose of obtaining their signatures, or signatures may be obtained in other ways which will not take an undue amount of time or travel on the part of the applicants or representatives of the county office. Each applicant should be requested to verify the data on the application and to sign in ink or with an indelible pencil in the space provided for his signature. His signature should be in English script and should agree with his name as printed on the form. His printed name should include his full Christian name, middle initial, if any, and surname.

Each applicant must be particularly cautioned to enter his correct mailing address. If the applicant lives in a city he should indicate the street and house number. If he lives on a rural route, he should indicate the route number and the box number where necessary. If he moves to a new address after signing his application, he should leave a forwarding address with the postmaster in order that his check may be forwarded to him at his new address. These items are extremely important since all checks issued in connection with the 1944 Farm Program will be mailed direct to payees by the disbursing office, and any incorrect or incomplete address will delay payments, and may result in considerable extra work in obtaining the applicant's check for him. In cases where there are two or more persons in a county having identical names, care must be exercised to see that they have separate and distinct mailing addresses. If their addresses are not separate and distinct, some arrangement will have to be made with the postal authorities to make certain that each of such persons receives the check which is issued for him. In addition to signing the application and entering his address, the applicant should be requested to answer "Yes" or "No" to each of the questions listed below his signature. The application should be mailed with carbon intact. Generally applications should be mailed first to absentee landlords, so, in the event the landlord does not return the application the tenant will not be required to again sign an application.

Applications mailed each day should be posted in a mailing register. There should be posted the serial number of the application, the name of the person to whom mailed, and the date mailed. A daily check should be made to determine that applications are returned within a specific time in order that payments to other persons on the application may not be unduly delayed. Applications when mailed for signature should be accompanied by a letter which reads substantially as follows:

DEAR COOPERATOR: Enclosed is your application for payment under the 1944 Agricultural Conservation Program. You will receive an application for payment for each farm on which you have earned a payment and for which a performance report was made. In order that you may receive your payment as soon as possible, please do the following things promptly:

CHECK THE APPLICATION to see that it is correct and complete.

SIGN YOUR NAME (do not print) beneath your printed name on the application.

ENTER YOUR CORRECT MAILING ADDRESS beneath your signature. If you move to a new address after signing your application, notify your postmaster and this office.

ANSWER "YES" or "NO" to both of the questions beneath your address.

RETURN THE APPLICATION after you have signed it to Mr. _____ (Name of Chairman), _____ Chairman, _____ (Name

of county), _____ County Agricultural Conservation Committee, _____ (City), _____ (State), _____

If you have evidence showing that the payments or other data are not correct, please forward such evidence to this office immediately together with the enclosed application in order that any necessary corrections may be made before you sign the application.

Be sure that your signature agrees exactly in spelling with your printed name. If the printed name has been misspelled or incorrectly shown, sign as you usually do, and correct the printed name to agree with your signature. You must sign your full Christian name, middle initial, if any, and surname. Please return to this office all of the copies of the application which are enclosed with this letter.

Very truly yours,

Chairman, _____ County,
Agricultural Conservation Committee.

If more than one applicant will sign the application an insert which reads substantially as follows may be mailed with the application.

NOTICE.—Your payment can be made more promptly if you will forward this application and the attached letter to the other person whose name appears on this application, who will then return it to this office.

If the signature of an applicant is affixed by mark, such signature must be witnessed by at least one disinterested person whose signature must be in English script, in the original, and handwritten.

If a married woman signs an application in her individual capacity, she should include in her signature her first name and middle name, if any. She should not sign the name of her husband preceded by the word "Mrs.," such as "Mrs. John Doe." If she is acting in a representative or fiduciary capacity, she should sign in the same style as her name appears on her letter of authority.

B. Certification of county committee.—Check Forms NCR-825 to determine that the signature of each applicant is the same as his printed name. If the printed name and the signature do not agree, determine whether the printed name and the signature refer to one and the same person. If they do refer to the same person, correct the printed name to agree with the signature and initial the correction. Do not alter the signature or initial a correction made by the applicant in his signature. An illegible signature is acceptable unless it is not believed to be the applicant's signature.

After an application has been signed, the mailing address entered, and the two questions answered by the applicant, a member of the county committee should affix his signature in the space provided therefor. Where the application will be received in the State office after December 31, 1945, the date of filing in the county office shall be entered in the space provided therefor.

PART V. TRANSMITTAL OF FORMS

When Forms NCR-825 have been certified by the county committee, all regular Forms NCR-825 and all supplemental Forms NCR-825 which have been signed, will be listed on RF-10 for transmittal to the State office. All data on RF-10 shall be typed.

Forms NCR-825 will be listed on RF-10 in farm number order. The carbon must not be removed from such forms in the county office. Regular Forms NCR-825 and supplemental Forms NCR-825 may be listed on the same sheet of RF-10. However, where this is done regular Forms NCR-825 should be listed first, followed by supplemental Forms NCR-825. Each group of forms should be listed in separate

columns on RF-10 and separate totals should be shown for regular Forms NCR-825 and supplemental Forms NCR-825. Not more than 75 forms should be listed on one sheet of RF-10. The forms included in a transmittal should be arranged in the same order in which they are listed on the transmittal sheet.

The last copy of each supplemental Form NCR-825 which has not been signed should be attached to the regular Form NCR-825 for the same farm, and transmitted to the State office at the same time the regular Form NCR-825 is forwarded to the State office. The copies of supplemental Forms NCR-825 will in no instance be listed on RF-10.

After Forms NCR-825 have been listed on RF-10, an appropriate notation or mark should be made opposite the farm number on the master office record for each form to indicate that such form has been transmitted to the State office. If, when making this notation for a farm it is found that an NCR-825 has previously been forwarded to the State office, a determination should be made as to whether such form is a duplicate of the form previously submitted to the State office.

Forms to be mailed to the State office may be sent by the United States Postal Service without charge if such forms weigh 4 pounds or less, and it is indicated on the package that the Government free mailing privilege is being used. If the forms weigh more than 4 pounds, they should be sent by parcel post and the postage should be prepaid. All forms which are mailed to applicants may be mailed without charge in envelopes of the Agricultural Adjustment Agency. However, under no circumstances, shall envelopes of the Agricultural Adjustment Agency be sent to applicants for their use in returning forms.

PART VI. HANDLING OF SUSPENDED CASES

Forms NCR-825 which are suspended in the State office will be corrected in the State office wherever possible and relisted on an RF-10 in the "300" series. Where a form cannot be corrected in the State office it will be forwarded to the county office for correction. In such cases the form, when corrected and initialed, will be resubmitted to the State office on Form RF-10 with forms which are being transmitted to the State office for the first time.

Forms NCR-825 which are suspended by the General Accounting Preaudit Office prior to the scheduling of payments will be handled in the same manner as forms suspended by the State office. There will be attached to such forms one copy of a preaudit difference statement setting forth the reason for suspension. When a form is corrected for the reason for which it was suspended the member of the county committee who signed the form should initial the correction, and the correction will serve as a reply to the preaudit difference statement. Where a form is found to be correct, a reply shall be made by the county committee on the preaudit difference statement.

Forms NCR-825 which are suspended by the General Accounting Preaudit Office after the scheduling of payments will be returned to the county office with one copy of the preaudit difference statement. When the form has been corrected and initialed, it will be returned by the county office to the State office to the attention of the Clearance Unit. Such cases will not be listed on RF-10.